

Minutes of the IT Investment Board Finance Sub-Committee
March 31, 2004
Virginia Information Technologies Agency
Executive Conference Room
110 South Seventh Street
Richmond, Virginia

Members Present

Scott Pattison (Chairman)
Dr. Mary Guy Miller (via teleconference)
Walter Kucharski (ex-officio)

VITA Staff

Mr. Lem Stewart, CIO of the Commonwealth
Austin Matthews, CFO
Jerry Simonoff, Director of Strategic Management Services
Karen Robinson, Controller

Call to Order

The Chairman called the meeting of the Virginia Information Technology Investment Board Finance Sub-Committee to order at 10:00 AM. Chairman Scott Pattison and Mr. Kucharski were in attendance at the meeting and Dr. Mary Guy Miller participated via teleconference.

Chairman Pattison introduced Karen Robinson as the new Controller for VITA and welcomed her to the Agency.

Approval of Minutes

Chairman Pattison made a motion that the minutes of the February 26, 2004, meeting be approved. The motion was seconded; and there being no discussion, the minutes were approved as submitted.

Finance Report

Austin Matthews, Chief Financial Officer, presented the VITA March 2004 Finance Report to the Committee. The Report was reviewed and questions answered. Lem Stewart, CIO of the Commonwealth, suggested the Finance Report be presented quarterly since monthly statistics do not change substantially. The Committee agreed. The Committee members approved the Finance Report and will present it to the Information Technology Investment Board at its meeting on April 7, 2004.

JLARC Proposals

Austin Matthews provided two handouts – one on Direct Bill Methodology and the other on Rate Development Methodology Summary. The documents were reviewed, discussed and questions answered. The Committee approved the methodologies. Chairman Pattison will present it to the ITIB Meeting on April 7, 2004, with a recommendation for approval and that they be submitted to the staff of the Joint Legislative and Audit Review Committee by April 9, 2004.

Savings Methodology

Austin Matthews presented the Proposed Methodology for Identifying and Capturing Savings document and reported VITA has been working with JLARC and the Office of the Auditor of Public Accounts to develop this. After review and discussion, the Committee approved the methodology. Chairman Pattison stated the Committee will submit the savings methodology to the ITIB for approval.

APA Action Plan Update

Austin Matthews presented an update on the summary action plan in response to the Auditor of Public Accounts Special Report dated December 15, 2003. He reviewed the items that had a status change since the last Finance Sub-Committee Meeting held February 26, 2004.

Review of the Draft Business Plan

Jerry Simonoff, Director of Strategic Management Services for VITA, presented the draft of the VITA Business Plan. Discussion and questions followed. The Committee agreed the Business Plan was very well done and that hard work had gone into its development. Staff was requested to add a timeline illustrating possible schedules for implementing initiatives. It was agreed that the plan be reviewed on a quarterly basis, with updates in the VITA Quarterly Report, and published as a revised document annually. The Committee agreed to present it to the ITIB at its April 7, 2004 meeting.

Other Business

Chairman Pattison asked if there was other business to be brought before the Committee. No one brought forth any other business. Chairman Pattison discussed briefly some ideas for the upcoming strategic planning session.

Public Comment

Chairman Pattison asked if there were any public comments and no public comments were made.

Adjourn

There being no further business, Chairman Pattison adjourned the meeting at 11:35 AM.